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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Chief, Organization and Methods Service DATE: 9 September 1953
 ATTN : Mr. [REDACTED]
 FROM : Acting Deputy Assistant Director for Scientific Intelligence
 SUBJECT: Annual Report of Accomplishments and Planning under the President's Management Program

1. As the result of a survey made during the latter part of FY-1952, during FY-1953 internal document handling and dissemination techniques were improved through simplification of information control procedures.

2. A management survey of the administrative workload of the substantive divisions was accomplished during FY-1953, and the administrative functions of these units were clarified and a maximum number of administration activities were centralized in the Administration Branch of the office.

3. As the result of an overall survey of the scientific intelligence community by an ad hoc inter-agency committee under the DD/I during the latter part of FY-1952, an allocation of the primary production responsibility for the various fields of scientific intelligence was established by DCID 3/4, dated 14 August 1952, and implemented during FY-1953. This minimizes duplication or overlap in scientific intelligence research and establishes the Scientific Estimates Committee as a mechanism for integrating national scientific intelligence opinion. As a result, delays in the production of the National Intelligence Surveys have been reduced and a simplified procedure established for handling this project.

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[REDACTED] regard.

5. During FY-1953, techniques were developed for more effective working level coordination with other agencies concerned with meteorological and metallurgical intelligence.

6. A survey of the distribution and utilization of clerical personnel was accomplished during FY-1953, and a more efficient distribution of clerical personnel throughout the office and a more effective utilization of transcribing and reproduction equipment was established.

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7. During FY-1953, a records management program was established and surveys of information classification problems, filing and recovery of information, and IBM abstracting procedures were initiated. These surveys will be continued in FY-1954, solutions developed, and procedures for the filing of substantive intelligence will be standardized within the several units of OSI.

8. An office manual was established during FY-1953 which corresponds to the Agency manual, and policies and standard operation procedures governing some of the principal office activities were prepared. This development will continue during FY-1954.

9. The following major areas of potential improvement will receive emphasis during FY-1954:

a. Publication manuals and instructions on uniform intelligence research and production practices and procedures will be developed for the guidance of analysts.

b. The organizational structure of OSI will be reviewed and revised to permit more effective integration of scientific intelligence covering the various disciplines and sub-disciplines of science, and to stimulate intelligence research in depth and insulate the analysts involved in this research from "crash" projects.

c. A system of man-hour reporting and production standards will be established to permit more effective work-measurement and production control.

d. A system will be established which will permit the continuing audit of scientific intelligence prognostications.

e. A monthly status report procedure covering critical office problems will be established in order to permit the objective definition of these problems, the assignment of actions to be taken, and appropriate follow-up.

f. A comprehensive review will be made of the adequacy of the allocation of primary production responsibility and the scientific intelligence coordinating mechanisms established under DCID 3/4.

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OSI/IDB:jb (9 Sept 53)

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